

## Job Description 职位描述

Department: Human Resources 部门 : 人力资源	Job Designation: Deputy director or director, Talent Management & Engagement 职位名称 : 副总监/总监, 人才与效能管理
Grade : 级别 : M1+ / M2	Location : 工作地点 : Shanghai
Direct Reports to (Title): 汇报人 (职位) : AGM, TM & E	Direct Reports (Title, if applicable) 下属 (职位, 如适用) no
<u>Overall purpose of the job</u> <u>职位概述</u> Role and responsibilities on OD and TD to support business strategy's win.	
<u>Main responsibilities</u> <u>主要职责</u> <ol style="list-style-type: none"> <li>1. Initiate and follow through the Organization/Talent Diagnosis, Review and Development. Track the development progress of key talents.</li> <li>2. Design, develop, and deliver talent development programs.</li> <li>3. Drive the execution of Succession Planning and localization initiatives.</li> <li>4. Drive initiatives to promote and reinforce the Company's core values.</li> <li>5. Propose and implement program of collaboration to universities.</li> <li>6. Complete other feasible tasks assigned by company.</li> </ol>	
<u>Competencies required</u> <u>能力要求</u> <ol style="list-style-type: none"> <li>1. Possess broad perspectives and able to see the big picture</li> <li>2. Strong concept skill on what impact from org / talent to business</li> <li>3. Effective planning and analytical skills</li> <li>4. Speak up and create new way to do things</li> <li>5. Excellent communication and presentation skills both in Chinese and English</li> <li>6. Self-motivated, proactive, and result driven</li> <li>7. Honest, dependable, collaborative and show strong ownership, entrepreneurial drive</li> <li>8. Passionate, result-oriented and seeking for long-term development</li> </ol>	
<u>Qualification and experience required</u> <u>资历及经验要求</u> <ol style="list-style-type: none"> <li>1. Degree holder or equivalent, preferably in Human Resources Management.</li> <li>2. At least 12 years of relevant experience, with at least 5 years at managerial level.</li> </ol>	